



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 16059 - General Counsel to the Intelligence Community Inspector General – SNIS Professional Tier 1

Salary Range: None provided

Vacancy Open Period: 06/13/2018 – 06/27/2018

Position Type: Cadre

Who May Apply: Internal and External Candidates

Division: IC IG/COUN

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal or external candidate to fill a SNIS Professional Tier 1 cadre position.

Who May Apply

SNIS employees and highly qualified GS-15s in the ODNI may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
 - Current Federal Government employees. SNIS employees and highly qualified GS-15s in the ODNI may apply.
 - Candidates outside the Federal Government.



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Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

Major Duties and Responsibilities (MDRs)

- Serve as the General Counsel providing legal and policy advice to the Inspector General of the Intelligence Community (IC IG), the Deputy IC IG, Assistant Inspectors General (AIG), officers, and staff supporting the Office of the IC IG.
- Manage the IC IG Counsel's Office and the legal staff supporting the Office of the IC IG in providing expert legal advice and guidance in support of the IC IG's statutory mission to promote economy and efficiency and to prevent fraud, waste, abuse, and mismanagement in the ODNI and the IC.
- Provide verbal and written direction as to the overall policies, practices, and procedures for providing legal advice and counsel to the Office of the IC IG.
- Lead, manage, and direct the staff assigned to the IC IG Counsel's office, develop strategic performance objectives, collaborate and oversee goal setting, provide feedback on personnel development, and conduct all necessary performance appraisals.
- Provide expert, authoritative advice to the IC IG and senior IC IG leadership and staff on extremely complex, difficult, and novel legal issues affecting the responsibilities of the IC IG, the DNI and other Inspectors General within the IC as they relate to statutes, Presidential directives, Executive Orders, and other related laws and policies; render definitive legal opinions and associated oral advice on a myriad of issues.
- Provide authoritative support for the activities of the IC IG's statutory responsibility to audit, investigate, inspect, and review independently the programs and activities within the responsibility and authority of the DNI.
- Provide expert legal advice and counsel to the IC IG, AIGs, the Office of the IC IG staff, and ODNI leaders on a wide range of complex legal issues involving areas of law affecting the IC IG's and the ODNI's duties and responsibilities under the National Security Act, Presidential directives, Executive Orders, and other related laws, regulations and policies, including civil, criminal, and administrative procedure; fraud; appropriations; procurement; grants; federal disclosure statutes; conflicts of interest; ethics; employee standards of conduct; and discipline.
- Render definitive legal opinions on IC IG matters as well as assure legal sufficiency of all documents requiring the IC IG's approval or concurrence within the Office of the IC IG.
- Establish and maintain effective relations with other counsels to Offices of Inspectors General; ODNI components including the Office of General Counsel; Office of Legislative Affairs; and Civil Liberties and Protection Office; and with the Congressional Intelligence Oversight Committees.



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- Lead the IC IG Council of Counsels, which provides legal and policy support to the statutory IC IG Forum that serve as a mechanism to promote the work of all Inspectors General within the Intelligence Community.

Mandatory and Educational Requirements

- Expert legal knowledge obtained through the completion of a Doctorate of Jurisprudence or Bachelor of Laws degree from an American Bar Association-accredited law school, and active membership of the Bar of the highest court of a US State, Territory, Commonwealth, or the District of Columbia.
- Demonstrated expertise in four or more of the following IC Inspector General practice areas: 1) Inspector General Act of 1978, as amended; 2) National Security Act of 1947, as amended; 3) IC Whistleblower protections, 4) administrative law and investigations; 5) intelligence oversight matters, 6) privacy and civil liberties issues, 7) federal employee ethics, 8) Equal Employment Opportunity law, 9) acquisition and appropriations law; and 10) civil and/or criminal litigation.
- In-depth knowledge of the mission and legal issues affecting the IC.
- Superior communications skills including the ability to routinely communicate, orally and in writing, complex concepts and issues in a manner well matched to the audience, and to consistently make sound, timely decisions in complex, ambiguous or ill-defined situations.
- Strong interpersonal, leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance measurements, support personal and professional development of all levels of personnel, maintain confidentiality, promote and uphold integrity standards, and adhere to the highest discretionary standards.
- Superior and recognized ability to resolve complex legal problems, to think creatively to solve complex and novel legal and policy issues, and to gain consensus among disparate organizations on legal and/or IG issues of common concern.
- In-depth knowledge of the mission and legal issues affecting the IC.

Desired Requirements

None.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to joswida@dni.ic.gov (*Daniel J.*); mitchsl@dni.ic.gov (*Stephanie M.*); and davijao@dni.ic.gov (*Jacqueline D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to joswida@dni.ic.gov (*Daniel J.*); mitchsl@dni.ic.gov (*Stephanie M.*); and davijao@dni.ic.gov (*Jacqueline D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.



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Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 301-243-0731.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-0731; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfed.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**